

PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

BOARD OF DIRECTORS

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on June 9, 2016, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

Present: Eric Dunning, Alan Matzke, Don Phillips, Brandon Dhuey, Todd Delain, Ed Janke, Dave Lasee

Absent: Glenn Deviley

Item #1. Adoption of Agenda.

Motion was made by Delain and seconded by Dunning to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Meeting of Previous Meeting.

Motion was made by Delain and seconded by Dhuey to approve the minutes from the meeting on March 10, 2016. **Motion carried.**

Item #3. Report of Monthly Activities of the Fire Investigation Unit.

Dhuey reported that the fire investigation unit was called out three times since the last meeting:

Edgewater Beach Rd., Scott (undetermined)
Velp Ave., Suamico (accidental)
Glendale Ave., Howard (accidental)

Item #4. Report of General Membership President.

Dhuey stated that he had talked to Melissa Spielman of Emergency Management who advised that their new software is unable to add FIT to the system, so ID cards can't be made. He created a policy that investigators destroy field notes once they are done writing their report as well as policies for air monitoring and investigation procedures. He brought in a sample of an evidence sign that was created to post at scenes.

Dhuey stated that Unified Investigations will do live burn training at the old pickle factory in Howard. It will cost \$1,600 to build cells/walls in the building for training purposes. Dhuey suggested paying for lunch at training as well as chipping in \$500 from the Task Force budget. It was also suggested to invite the media and then later bring in fire chiefs to show them what the training entails. After discussion, motion was made by Delain and seconded by Dunning to approve up to \$2,000 from FIT funds to be applied toward this training event as it is important to the community. **Motion carried.** It was noted that if MABAS wants to make a donation, have them donate supplies/equipment.

Dhuey reported that the spring conference is going on at this time. The fall conference will be held in Brookfield this year—not Green Bay. He noted that a lot of members need training hours, so there will be travel cost involved.

Joe Patenaude applied for the FIT assistant coordinator position and had an interview. Motion was made by Janke and seconded by Lasee to approve Patenaude as the assistant coordinator. **Motion carried.**

Item #5. Financial Report.

Delain reported that the balance in the budget is sitting good at this time at \$23,960.04. It was suggested that if money is left over at the end of the year, ask the County Board that it be carried over so that it can go toward a new smokehouse truck. Delain will look into the 1033 Program for a truck and give an update at the next meeting.

Item #6. Old Business.

A. Disposition of Case Proceedings.

Lasee reported that arson and felony murder charges have been filed in the fatal Hobart fire.

B. Review and Approve Strategic Plan.

Janke reviewed the finalized strategic plan for 2016-17. Motion made by Dunning and seconded by Delain to approve the strategic plan. **Motion carried.**

Item #7. New Business.

Dave Konrath recently retired. Captain Dave Poteat of the Brown County Sheriff's Office will take over as the administrator of the Task Force.

Delain presented retired Mike Nieft with a plaque for his five years of service on the Task Force. Al Matzke was appointed by the Fire Chiefs Association to replace him on the Task Force.

Janke advised that he is taking a position as chief deputy of Oconto County the end of June. Don Phillips will be replacing him as the Howard fire chief. Janke will be taking on a different position with Howard Fire and stated he will remain on the FIT Board of Directors until January.

Delain stated that the Sheriff's Office is looking at purchasing a drone.

Item #8. Report of Juvenile Firesetter Program Coordinator.

Cody Johnson took over the JFS program for Nick Craig; however, ne needs training. It was suggested that the program become more involved countywide. Janke suggested that a Task Force member coordinate the JFS program and be a resource.

Item #9. Other Matters.

No other matters were discussed.

Item #10. Set Date, Time, and Location of Next Meeting.

The next meeting was set for Wednesday, September 7, 2016, at 9:00 a.m., at the Brown County Sheriff's Office.

Item #11. Adjourn.

Motion was made by Delain and seconded by Matzke to adjourn the meeting. **Motion carried.**

Respectfully submitted,

Marsha Laurent
Recording Secretary